



DEPARTMENT OF THE NAVY

NAVY MEDICINE EAST
620 JOHN PAUL JONES CIRCLE
PORTSMOUTH, VIRGINIA 23708-2106

NAVMEDEASTINST 5216.1C

M1

NAVMEDEAST INSTRUCTION 5216.1C

Subj: CORRESPONDENCE CONTROL AND OFFICIAL MAIL HANDLING
PROCEDURES

Ref: (a) SECNAVINST 5216.5D
(b) SECNAVINST 5210.1D

1. Purpose. To establish policy and procedures in amplification of references (a) and (b) for handling incoming official mail and outgoing correspondence at Navy Medicine East.

2. Cancellation. HLTHCARESUPPONORINST 5216.1B.

3. Background. The Administrative Support Department has general responsibility for maintaining command correspondence control. This responsibility encompasses receiving and distributing official correspondence, assigning action, maintaining a tickler system to ensure timely response, and providing serial numbers for outgoing correspondence.

4. Official Correspondence (Mail, E-Mail, or Facsimile). Any person receiving mail which involves policy matters, command concern, or potential controversy should forward the correspondence to the command suite. All correspondence requiring action, irrespective of distribution path, must be routed through the Administrative Support Department for proper receipt and assignment of an action correspondence serial number.

5. Incoming Correspondence Procedures

a. All incoming mail, unless personal, will be opened and sorted by the Administrative Support Department.

b. Official correspondence requiring command attention/action will be routed to the Chief of Staff (CoS) and to the respective deputy or cognizant official concerned.

c. Correspondence that does not require command attention will be routed only to the cognizant staff. A copy (cover letter only if enclosures are lengthy) will be maintained for the reading file.

d. Correspondence requiring action will be annotated on the CoS Secretary's suspense log. Fifteen days will be the default due date unless a response date is specified within the correspondence. Action officers should notify the CoS Secretary if additional response time is needed. The original correspondence will be routed through the appropriate directorates with an attached route sheet.

e. The CoS secretary will maintain a suspense log and will issue a Correspondence Control Report weekly to the CoS and the deputies.

6. Outgoing Correspondence Procedures

a. All outgoing correspondence will be addressed from the Commander, Naval Medicine East and conform to the format prescribed by reference (a). Only personnel designated **in writing** by the Commander, Navy Medicine East may sign correspondence "By direction." Personnel cannot sign "By direction" for any other person.

b. Each Directorate will maintain their own serial log and issue serial numbers for outgoing official correspondence.

c. Drafters of correspondence prepared for the CoS' signature will forward the correspondence to the CoS Secretary for signature. Following signature, the secretary will forward correspondence requiring mailing to the Administrative Officer/Chief to complete the procedure outlined in paragraph 6b. The CoS' Secretary will distribute correspondence prepared in a digital format.

d. Each Directorate will maintain the original copy of all serialized correspondence that they prepare. A courtesy copy of all official correspondence requiring the CoS's signature will be forwarded to the CoS Secretary.

e. Navy Medicine East letterhead is to be used only for letters addressed from the Commander and signed either by the Commander, CoS, or "By direction." Letterhead will not be used for memoranda, committee minutes or other outgoing correspondence.

7. Action

a. Deputies, Department heads, originators of official correspondence and clerical/administrative personnel will familiarize themselves with this instruction. Cognizant officials will ensure it becomes part of training/orientation provided to their civilian and military clerical personnel.

b. A "by direction/correspondence reading file will be sent monthly, by the CoS' secretary, to the Deputy for Administration, Assistant Chief of Staff and Deputies Chief of Staff, via the CoS.



PETER F. O'CONNOR
Chief of Staff

Distribution: (NAVMEDEASTINST 5215.1)

